



The seal of the State of North Dakota is a circular emblem. It features a central shield with a landscape scene: a rising sun over a river, with a bison in the foreground and a plowman in the background. The shield is surrounded by a wreath. The outer ring of the seal contains the text "GREAT SEAL" at the top, "OCTOBER 1889" on the left, "LIBERTY AND JUSTICE UNDER LAW" on the right, and "STATE OF NORTH DAKOTA" at the bottom.

Land Area (square miles):
68,984 Rank: 17/50

Internet: ccmail.gnewborg@ranch.state.nd.us

STAFFING			
State Government FTEs (1992): 16,468	Number of Archives FTEs per 1000 State FTEs: 0.61		
Archives FTEs (1994): Total 10	Average earnings for all full-time state employees (Oct. 1992): \$26,772 per year		
	Salary ranges for entry level professionals Archivist \$19,116-29,556		

ACCESS TO RECORDS IN STATE ARCHIVES		
Reference services provided (FY 1994) Individual daily visits 3,012 Mail requests 3,124 Telephone requests 2,912 Reference activity has been relatively stable over last 2 years.	Arrangement and description activities (FY 1994) Records arranged and described 717 cu. ft. (162 series)	
Services provided free of charge: Use of reference room	Descriptions of holdings are provided through: Networks: OCLC	
	Nonelectronic finding aids available at State Archives describe 85% of the holdings at the record group and series level.	
cont.	Published finding aids produced by State Archives describe 85% of holdings at record group and series level	cont.

Access to Records in State Archives, cont.**Reference services, cont.****Services provided for a fee:**

Answers to in-state and out-of-state mail requests
 Photocopies and faxes of documents or finding aids
 Typed certified copies or exemplifications
 Commercial use of documents/photos Fees for faxes
 have been initiated in last 2 years.

Arrangement and description, cont.

Automated finding aids accessible in-house describe 90% of State Archives holdings at the series level

Automated finding aids accessible remotely describe 86% of State Archives holdings at record group and series level.

FACILITIES**State Archives Building**

(owned by State of North Dakota)

Constructed: 1981

Total storage capacity: 15,000 cu. ft.

Percent now occupied: 98%

Already full to capacity
 No construction planned

Use of off-site storage is planned.

Existing environmental controls (ANSI/NFPA standards):

100% year-round temperature controls
 100% year-round humidity controls
 100% fire detection
 100% fire suppression

State Records Center

North Dakota does not operate a state records center.

SERVICES TO STATE AND LOCAL GOVERNMENT AGENCIES**Technical assistance provided by State Archives (FY 1994):**

No activity reported.

No. of local government units (1992):

53 counties 284 school districts
 366 municipalities 740 special districts
 1,351 townships

State Archives has authority to accept original archival records from local governments

MICROGRAPHICS**Microfilming activities by Micrographics Division (FY 1994)**

Microfilming and processing	3,447	rolls
	3,418	fiche
	74,199	COM fiche
	2,770	jackets
	13,533	updates
Duplicating	1,777	rolls
	2,140	fiche
	235,328	COM fiche

Micrographics Division provides centralized micrographics services for state and local government agencies.

State Archives stores security microfilm for state agencies.

PRESERVATION POLICIES AND SERVICES**Preservation activities by State Archives (FY 1994)**

15 sheets encapsulated
 717 cu. ft. rehoused

State Archives does not have a written preservation plan but does have a written disaster plan.

State Archives does not have a preservation officer or employ a trained, full-time conservator.

North Dakota does not have a statewide preservation plan or a disaster response team.

AUTOMATED APPLICATIONS**State Archives uses the following automated applications:**

Finding aids	Word Perfect, dBase, Alpha4
Inventory control	dBase, Alpha4
Correspondence	Word Perfect

Electronic Mail

State Archives staff does not have e-mail capabilities.

NASIRE reports that North Dakota is in the early stages of implementing government-wide e-mail.

ELECTRONIC RECORDS

A task force of state agency personnel meet periodically at the call of the state records manager. North Dakota held an electronic records conference in September 1994 as part of the SHRAB Planning Project (see below under "SHRAB Activities.").

RECORDS-RELATED LEGISLATION, REGULATIONS, AND GUIDELINES**Definition of a record**

1977 statute
Includes electronic records.

Public's right to access to government records

provided in statute and in state constitution.

Restrictions to specific classes of records

provided, no time limits set.

Permanent paper standards

None

Optical imaging standards

1991 guidelines

Admissibility of microfilm

1971 Statute

Admissibility of optical images

1991 Statute

Admissibility of electronic records

Judicial interpretation of rules of evidence

Theft/defacement of a public record

1961 and 1973 Statutes

Replevin

None

INFORMATION POLICY AND INFORMATION INFRASTRUCTURE INITIATIVES**Information Resources Management**

Assigned to Office of Management and Budget; State Archives is not active in the state's IRM work.

Information Policy Coordination

No activity reported.

Government Information Locator Service

No activity reported.

Electronic Access to Government Information and Services

NASIRE reports that electronic access to government information and services is in the planning process.

NGA reports that the Department of Economic Development and finance implemented an e-mail system available to all economic development professionals in North Dakota. Also, in partnership with the USDA, North Dakota designed an advanced agricultural weather information delivery system.

State of North Dakota
<http://www.state.nd.us/>

SHRAB ACTIVITIES**Planning Project**

The North Dakota SHRAB began an NHPRC-funded planning project in 1994 that will be completed by the end of 1995.

FOR FURTHER INFORMATION**State Archives**

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Records Management

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Information Services Division
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Notes

The Records Management Division did not respond to the survey, therefore their program statistics are not included in this profile.

Program elements included in Archives and Records Management budget and FTE figures:

Budget figures represent total budget for the State Archives and Historical Research Library which, in addition to core elements found in most state archives programs (appraisal, accessioning, processing, archival description and reference, and training), include library and other functions.

Abbreviations/Acronyms

COM	Computer output microfilm
COSHR	Council of State Historical Records Coordinators
FTEs	Full time equivalent staff positions
SHRAB	State Historical Records Advisory Board
N/A	Not available
NAGARA	National Association of Government Archives and Records Administrators
NASIRE	National Association of State Information Resources Executives
NGA	National Governor's Association
NHPRC	National Historical Publications and Records Commission
RLIN	Research Libraries Information Network
SHRAB	State Historical Records Advisory Board

Sources

Unless otherwise specified below, all information in this profile was provided by the State Archives and/or Records Management offices in the state. Most 1994 data was collected on the Joint Survey administered by the National Association of Government Archives and Records Administrators (NAGARA) and the Council of State Historical Records Coordinators (COSHR). Additional information was collected from state-issued newsletters and publicity materials, the NAGARA newsletter, *Clearinghouse*, and interviews with state personnel.

Contact for the COSHR report: Lotte Bailey, Deputy State Archivist, 612 East Boulevard Avenue, Bismarck, ND 58505-0830. Telephone: (701) 328-2668.

Estimated State Population (July 1, 1994): Estimates were published in the Census Bureau newsletter, *Census and You* (January 1995): 3. The numbers include Armed Forces personnel residing in each state.

State Government Finances, Employment, and Earnings Data:

U.S. Bureau of the Census, State Finances: 1993, Public Employment: 1992.

Number of local government units: U.S. Bureau of the Census, 1992 Census of Governments, *Government Organization*.

E-mail and Information Policy and National Information Infrastructure

NASIRE, "Development of the National Information Infrastructure: Issues of State and Local Governments," Issue Focus Report (April 1994):9, 15; NGA, "Technology Inventory," *Government Technology* ((May 1995): 36-40, National Assn of State Directors of Administration and General Services, "Survey of Technologies Accessible to State Agencies," *Government Technology* (May 1995): 52, "Internet Connections to State Government," *Government Technology* (May 1995):62.